

EVENT LOGISTICS QUOTE REQUEST CONVENTION DOCK ONLY

Please ensure you have read the Convention Centre Freight & Logistics FAQ document prior to completing this form. Additionally, complete all fields and return to Event Logistics, ICC Sydney eventlogistics@iccsydney.com no later than 14 days prior to the event's hiring period.

Submission of this form is not confirmation of services. Once your form has been submitted, a member of the Event Logistics team will be in contact to confirm your requirements and scope of services to be provided. Please complete all information for an accurate quote, as additional charges may apply for items not mentioned within this document.

Contact name: Contact phone: Email: Event dates: Delivery When are you expecting your deliveries to arrive? * Total number of pallets/boxes: Date Are there any oversize, overweight, fragile items? please describe. Times Do you require forklift services?** Yes No If yes, what times? Please book your vehicles in our Loading Dock Management System (LDMS) OPERATIONAL What tenanted space in the Convention Centre are your materials going to? When do you need materials delivered to your tenanted space? Date Time COLLECTION What are your collection timings? Please note you will require an LDMS booking All organiser materials must be collected within 48 hours of the event's conclusion. Exhibitor, supplier and contractor materials must be collected on the last day of tenancy unless other arrangements have been made.	CONTACT DETAILS	
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*Organiser materials will be accepted two business days in advance of tenancy (does not include weekends).

**If forklift services are not booked then the trucks must have tailgates and / or drivers will load by hand.

^{***}Storage is not guaranteed and must be pre-arranged with prior approval by ICC Sydney. Additional storage charges apply.